VENDOR RESPONSE CHECK-LIST

The following items are provided to assist bidders in ensuring all requirements are met and all required submissions are included with the bid. Vendors are instructed to utilize this list <u>and include it with their bid submission</u>. In order to ensure fair and accurate evaluation, page numbers indicating the location of your response within your bid shall be included, where indicated.

Bidders must complete	the page numbers required below.	
Response Page No/ Response Page No/ Response Page No/	Supplier Diversity Survey Form	(RFP page 2) (RFP page 3) (including individual subcontractor information)
Response Page No Response Page No Response Page No Response Page No Response Page No Response Page No Response Page No	Experience Qualifications	(RFP page 5) (RFP page 6) (RFP Response Section) (RFP Response Section) (RFP Response Section) (RFP Terms and Conditions Section) (RFP Response Section) (RFP Response Section) (RFP Response Section) (RFP Response Section)
The following items have	been submitted, as required:	
Insurance/Bot Proper number Cost and Tec Proprietary/Cot Samples includes	mitted as required and information provided as required er of copies submitted hnical packets separate packet information in separate packet ided, if required arate CD/disks, if applicable	(RFP Response Section) (RFP Terms & Conditions Section) (RFP Response Section) (RFP Response Section) t (RFP Instructions Section) (RFP Specifications Section) (RFP Response Section)
Overstantia D		
Quarterly Report Contac	t Information (See RFP Specifications Sec	tion)
	rly Report Issues: <u>Natalie Richardson</u>	
	US, Inc.	
	erprise Ct, Ste C	
	Zip C	
Toll Free Telephone 800-8	<u>26-4200 x216 Local 760-536-0216</u> Cell	:Fax
E-Mail nrichardson@optel	ec.com	

Yes X No

No X

Yes

SIGNATURE SHEET

Item: **Assistive & Corrective Devices** Agency: Various Agencies Closing Date: September 2, 2009, 2:00 PM By submission of a bid and the signatures affixed thereto, the bidder certifies all products and services proposed in the bid meet or exceed all requirements of this specification as set forth in the request and that all exceptions are clearly identified. Legal Name of Person, Firm or Corporation Optelec US, Inc. dba: ShopLowVision.com Mailing Address 3030 Enterprise Ct, Ste. C City & State Vista, CA Zip 92081 Toll Free Telephone <u>800-826-4200</u> Local <u>760-536-0077</u> Cell: _____ Fax <u>800-368-4111</u> Tax Number 04-2852757 E-Mail ahardy@optelec.com Signature, ____Date October 21, 2009 Typed Name Andre Hardy Title VP of Sales & Marketing In the event the contact for the bidding process is different from above, indicate contact information below. Bidding Process Contact Name Natalie Richardson Mailing Address 3030 Enterprise Ct, Ste. C _ City & State Vista, CA _ Zip 92081 Toll Free Telephone 800-826-4200 x216 Local 760-536-0216 Cell: Fax 800-368-4111 E-Mail <u>nrichardson@optelec.com</u> If awarded a contract and purchase orders are to be directed to an address other than above, indicate mailing address and telephone number below. Mailing Address 3030 Enterprise Ct, Ste. C City & State Vista, CA Zip <u>92081</u> Toll Free Telephone 800-826-4200 Local 760-536-0077 Cell: Fax 800-368-4111 E-Mail orders@optelec.com

Pricing is available to political subdivisions of the State of Kansas.

(Refusal will not be a determining factor in award of this contract.)

(Refusal will not be a determining factor in award of this contract.)

Agencies may use the Business Procurement Card for contract purchases.

State of Kansas Department of Administration Division of Purchases

Supplier Diversity Survey Form

Why is the Division of Purchases requesting this information?

COMPANY DATA

Current statutes governing the activities of the Kansas Division of Purchases do not include preferences or set-asides for Small Business Enterprises (SBEs). The Division of Purchases is interested in determining to what extent purchase orders and contracts are awarded to SBEs under existing work efforts. **Please Note:** You must submit this form with each bid opportunity.

Persons or concerns wishing to receive a Purchase Order or Contract Award resulting from this bid opportunity must provide the information contained in this document before the award is made. To help expedite this procurement, it is requested that you submit this form with your bid.

COMP	ANTUATA				
Legal C	ompany Name Optelec US, Inc				
	Business As (if applicable) Shop	a) Pro-tolista sono pro-tolista			
Federal	Tax ID Number / FEIN 04-285	2757			
	y Program Contact Name Natal		Title S	ales Support Administrator	
Phone N	Phone Number <u>800-826-4200</u> Fax Number <u>800-368-4111</u>				
E-Mail A	Address <u>nrichardson@optelec.c</u>	omCompany			
	3030 Enterprise Ct, Ste C	1 to			
City Vist	ta	State CA	Zip Co	de <u>92081</u>	
Legal St	tructure. / 🗵 Corpora	ation Partnership	□ Non-Profit	☐ Sole Proprietorship	
Signatu	re Unite Han	dy	Date: <u>(</u>	October 21, 2009	
СОМР	ANY DIVERSITY DATA	U			
(A) Business Classification (See Appendix A for definitions): Is your business a Small Business Enterprise (SBE) as defined by the SBA? ▼ Yes □ No □ Don't Know					
	Check all that Apply:	☐ Disabled (DIS)	☐ SBA-Smal	l Disadvantage Business (S	SDB)
	☐ Veteran-Owned (VBE)	☐ Women-Owned (WBE		sabled Veterans-Owned (D	
	☐ African American	☐ Native American		Owned Business Enterpr	
	☐ Hispanic American				
				aged Business Enterprise (I	JBE)
	☐ Asian Subcontinent American	Other:			
(B)	Has your Business Classifica agency?	tion Status been certif	ied by a state,	municipal, federal or oth	er certifying
	□ No ☑ Yes Cer	tifying Entity: <u>US Depart</u>	ment of Veterar	Affairs	

Other State of Kansas Resources for Small Business Enterprises (SBE)

Kansas Department of Commerce
Office of Minority/Women Business Development
http://www.kansascommerce.com/IndexPages/Pqm01.aspx?rscId=996008588532

TAX CLEARANCE

Per KSA 75-3740-(c), the Director of Purchases may reject the bid of any bidder who is in arrears on taxes due the State of Kansas. The Division of Purchases will confirm tax status of all potential contractors and subcontractors prior to the release of a purchase order or contract award. The State of Kansas reserves the right to allow a bidder an opportunity to clear tax status within ten (10) calendar days, or to proceed with award to the next lowest responsive bidder, whichever is determined by the Director of Purchases to be in the best interest of the State.

The Secretary of Revenue is authorized to exchange such information with the Director of Purchases as is necessary to determine the bidders tax clearance status, notwithstanding any other provision of law prohibiting disclosure of the contents of taxpayer records or information.

Instructions on how to check Tax Clearance Status can be found at the following website: http://www.ksrevenue.org/taxclearance.htm

Information about Tax Registration can be found at the following website: http://www.ksrevenue.org/busregistration.htm

Contact Information: Please provide the attached contact information for use should the State of Kansas need to contact the appropriate officials within your company to discuss your tax clearance / registration status.

CONTRACTOR					
Contact Person for Tax Issue	es: Melissa O'Neill				
Company Name: Optelec US	S, Inc.	Т	Tax Number: <u>04-2852757</u>		
Mailing Address 3030 Enterp	orise Ct, Ste C				
City & State <u>Vista, CA</u>			Zip Code <u>92081</u>		
			Fax_		
E-Mail moneill@optelec.com					
SUBCONTRACTOR(S) Contact Person for Tax Issue	es:				
Company Name:		Ta	Tax Number:		
Mailing Address			***		
City & State			Zip Code		
Toll Free Telephone					
E-Mail		We At	SC 063917380-51 91 46 10 1 10 10 10 10 10 10 10 10 10 10 10 1		

Additional pages may be added, as required, indicating the same information for multiple subcontractors.

CERTIFICATION REGARDING IMMIGRATION REFORM & CONTROL

All Contractors are expected to comply with the Immigration and Reform Control Act of 1986 (IRCA), as may be amended from time to time. This Act, with certain limitations, requires the verification of the employment status of all individuals who were hired on or after November 6, 1986, by the Contractor as well as any subcontractor or sub-subcontractor. The usual method of verification is through the Employment Verification (I-9) Form. With the submission of this bid, the Contractor hereby certifies without exception that Contractor has complied with all federal and state laws relating to immigration and reform. Any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and, at the State's option, may subject the contract to termination and any applicable damages.

Contractor certifies that, should it be awarded a contract by the State, Contractor will comply with all applicable federal and state laws, standards, orders and regulations affecting a person's participation and eligibility in any program or activity undertaken by the Contractor pursuant to this contract. Contractor further certifies that it will remain in compliance throughout the term of the contract.

At the State's request, Contractor is expected to produce to the State any documentation or other such evidence to verify Contractor's compliance with any provision, duty, certification, or the like under the contract.

Contractor agrees to include this Certification in contracts between itself and any subcontractors in connection with the services performed under this contract.

,VP of Sales & Marketing

October 21, 2009

date

COST PROPOSAL

Must be submitted separately from the Technical Proposal. (See Response Section, #1)

Vendor Name: Optelec US, Inc. dba: ShopLowVision.com

This Request for Proposal (RFP) assumes a multi-vendor award but the State of Kansas reserves the right to award this contract in the most appropriate manner based on vendor responses received and in the best interest of the State of Kansas.

Indefinite Quantity Contract: This RFP is for an open-ended contract between a vendor and the State to furnish an undetermined quantity of a good or service in a given period of time. The quantities ordered will be those actually required during the contract period, and the Contractor will deliver only such quantities as may be ordered. No guarantee of volume is made.

Cost Proposal Components: To maintain contract flexibility, bidders are encouraged to include discounts on complete product lines where possible, rather than offer individual discounts or prices for specific pieces of equipment.

Bidders shall include the following information (at a minimum) in their costs proposals for each manufacturer or distinct product line offered.

- A percentage discount off all catalog items including tools and repair parts inventory.
- The discount must be applied to the current manufacturer list prices.
- Net Pricing shall include:
 - Shipping / Handling Charges (FOB Destination, Freight Prepaid and Allowed)
 - Manufacturer's Warranty
 - Installation Services
 - Operation and Maintenance Manuals (as described previously)
 - · Basic staff training in appropriate use of equipment
- Extended warranties must be priced by the year. Bidders must provide copies of proposed extended warranty agreements as a part of the Technical Proposal.
- Service and training services should be priced by the hour.
- Typical Service Response time (in hours):

Service Agent Name: Elizabeth Padilla			
Mailing Address 3030 Enterprise Ct, Ste C	_City & State & Zip Vista, CA 92081		
Toll Free Telephone 800-826-4200 x229 Local	Cell:	Fax	

Price Changes: By utilizing a cost structure based upon discounts from current publicly published price lists, a price list change that produces an increase or decrease in list price means that changes will be automatically passed through to customers. The State of Kansas and other buying entities retain the right to request the timely production of documentation of price increases and copies of distributor or manufacturer latest published price lists or catalogs reflecting the increase. The percentage of discount can be increased any time after award but will not be decreased.